



## BUILDING SAFETY DEPARTMENT

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### REQUEST FOR A CHANGE OF MANAGEMENT COMPANY

This worksheet is designed to help you request a change of management of your rental property. It outlines the information that is required to update your Housing Rental file so that all correspondence is sent to the proper addresses and properly reflects the ownership and management of your rental property. You may use this form or provide your own letter incorporating the same information. The following information should be included:

**BUILDING ADDRESS:**

**Owner Name(s)**

LAST

FIRST

MIDDLE

LAST

FIRST

MIDDLE

**Owner Address**

STREET

CITY

STATE

ZIP CODE

**Date of Birth**

**Phone No.**

**Email**

**Building Manager**

**Phone No.**

**Owner of the rental property**

**Address**

**City/State/Zip**

**Contact phone number**

**Manager of the rental property**

**Address**

**City/State/Zip**

**Contact phone number**

**It is recommended that this information be supplied within 30 days of receiving this request letter.**

**Signature**

**Date**

You may mail, fax or deliver your request.